

# Five Principles of Time Management

## 1. PLAN AHEAD

- a) Keep track of what you need to accomplish.
- b) Write things down so you won't forget them.
- c) Schedule your tasks, including time for rest and rewards for accomplishing things well.
- d) Work out your tasks on paper.
- e) Break down each task into workable units.
- f) Give yourself plenty of time to accomplish each.
- g) Plan your time in groups of one hour: 50 minutes of work, 10 minutes of break.
- h) Include breaks and rewards in your schedule. Don't reward yourself first.
- i) **PRIORITIZE.** If you have several things that need to get done, make a list and do the most important ones first.
- j) The better job you do of scheduling your time, the more flexibility you'll have to break it. You won't stress out because you'll know exactly what trade-offs you make.

**2. ESTABLISH REALISTIC GOALS.** What can you realistically accomplish in the time you have? What can you achieve on this paper / exam / course?

## 3. USE TIME EFFICIENTLY

- a) This means figuring out how you work best and incorporating that information into your work schedule. Are you a night person? A morning person? Do you read well at night and write well in the afternoon? Do you do your best work right after lunch? Right after late afternoon coffee?
- b) Take breaks. Eat. Sleep. Exercise. See the light of day. If you try to work without stopping, you'll lose efficiency. If you try to work without balancing things out, you'll go nuts. What you accomplish when you're tired or hungry probably won't be very good work.

## 4. SET BOUNDARIES

- a) Decide which is work time and which is play time. Know when you move from one to another.
- b) Find a place to study where you can't do anything else. That way, when you go there, you study. When you leave, you can stop.
- c) Eat. Sleep. Exercise. See daylight (tough in this climate.)

## 5. GUILT AND ANXIETY ARE NO HELP AT ALL

They just burn up your energy. You are not here just to work. You are here to do other things as well. You'll enjoy the other things more if you manage your time well and don't stress about your work when you're playing.